



Associate Director, Board Relations

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

Under the general direction of the Vice President of Public Outreach and Board Governance, the Associate Director is directly responsible for providing high level support to all Governing Board members of the Independent Citizens' Oversight Committee (ICOC). The Associate Director will assist the Vice President with the effective operation of time sensitive Board Governance related functions, special projects, and public outreach activities. This position necessitates a commitment to confidentiality, professionalism, attention to detail and significant latitude of independent judgement and discretion on a routine basis.

Job Functions

Monthly and Quarterly Meetings ICOC/Application Subcommittee Board Meeting

- Leads and performs Project Management activities to measure project performance using appropriate systems, tools, and techniques
- Coordinate and consult with Board Members to confirm public meeting attendance, meeting information and dial in details
- Schedule virtual Board meetings in accordance with ICOC Bylaws
- Prepare, distribute, and post agendas, written materials, and board documents on website in accordance with the Bagley-Keene Open Meeting Act



- Facilitate ICOC meeting run-through with CIRM's Leadership Team prior to board meetings
- Serve as key coordinator for planning quarterly meeting services such as Hotel Room Blocks, transportation, and food and beverage for ICOC Members; and coordinates conference registrations as requested
- Prepare written communication of minutes from previous board meetings for approval
- Attend board meetings to initiate roll call and provide vote sheets for ICOC/ARS Meetings
- Prepare and distribute materials of board documents for members of the public, ensuring through administrative direction and coordination that all governance materials adhere to established guidelines
- Coordinate all logistics for in-person meetings and confirm audio/video set-up
- Prepare housing list for meetings
- Communicate upcoming ICOC/ARS meeting details with CIRM Team
- Coordinate and negotiate space for off-site board meetings
- Post transcripts and past ICOC meetings on website archives
- Provision Board Members for grant approval in Grant Management System
- Review and organize Conflict of Interest (COI) compliance documents for final review by the Legal Team
- Calculate annual per diem rates April 1st of each year and premium pay in accordance with ICOC bylaws and prepare written communication requests for action to CIRM's Human Resources for processing new rates

Subcommittee Meetings and Working Groups

- Coordinate the scheduling and confirm subcommittee and working group meetings
- Prepare, distribute, and post agendas, written materials, and board documents on website in accordance with the Bagley-Keene Open Meeting Act
- Post transcripts and past meetings on website

Fair Political Practices Commission (FPPC) FORM 700 Filings

- Coordinate with ICOC Board members to complete the Statements of Economic Interests, Form 700, to ensure timely filing before the statutory deadline in accordance with the Political Reform Act

Website and Grants Management System

- Maintain and update Webpages: ICOC, Subcommittee, and Working Groups
- Clean up and redesign webpages for easier use by users
- Work with IT to utilize GMS system for Board needs



- Manage the COI process ensuring compliance and adherence to strict COI policies and procedures
- Automate/Streamline COI process for Board Members and maximize system to keep better records and data

Supervision Received

The Associate Director reports directly to the Vice President, Public Outreach and Board Governance.

Qualifications

- Bachelor's degree or equivalent experience in Business or Public Relations or related fields
- Skilled in verbal and written communication
- Customer Service oriented
- Effective organizational, planning and project management abilities
- Strong analytical skills in order to develop and analyze options, and recommend solutions for complex problems and issues
- Ability to function independently and handle multiple, simultaneous projects.
- Ability to implement change in a positive, forward thinking manner
- Excellent time management skills
- Ability to logically organize details
- Anticipates needs of those assisting
- Certified/trained in Project Management and experienced with utilizing project management tools
- Ability to schedule large, multi-stakeholder meetings
- Experience with assembling published documents
- Proficient and highly literal in common computer applications including internet research, Microsoft Office (Word, Excel, PowerPoint, Adobe Pro) and email are essential

Working Conditions

- Provided standard office equipment such as, but not limited to: a personal computer (desktop or lap top models).

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.



Other Information

The duties of this position are performed indoors. The employee's workstation is located at 1999 Harrison Street building in Oakland and is equipped with standard or ergonomic equipment, as appropriate. Travel may be required to attend meetings or training classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Associate Director, Human Resources).

**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Salary Range and Benefits

The salary range for the Associate Director, Board Relations is \$109,507-\$167,392. CIRM offers a competitive compensation package.

How to apply

Interested candidates may submit an electronic application, including the following required documents, to jobs@cirm.ca.gov:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

For mailing your application package, please send to the following address:



Human Resources
Attn: CIRM, Jobs
1999 Harrison Street,
Oakland, CA 94612

Final Filing Date: 10 days out or until filled

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD. Form 678 (when not applying electronically. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.



Contact Information

The Human Resources Manager is available to answer questions regarding the application process and the position.

Human Resources Contact:
Vanessa Singh
Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Vanessa Singh
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx.

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.



Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.